

Proposed GSA Funding Disbursement Policies
Board Approved: August 4, 2005

1. The GSA will distribute the money to the graduate student organizations that it represents based upon the GSA Treasurer's (herein, Treasurer) recommendations to the GSA Board (herein, Board) and the approval of the GSA Advisor (herein, Advisor). *Purpose: to establish the hierarchy and power of the Board in distribution of funds to graduate student organizations.*
2. After the proposed funding is provided, organizations can petition the Board for larger allocations provided organizations substantiate their need for more funding. The appeal approval process begins with a recommendation from the Treasurer, the endorsement of the Board, and the approval of the Advisor. All appeals must be submitted in writing 1 week after budgets are made available to the public. *Purpose: to provide an appeal process for organizations which feel insufficient funds were allocated to them.*
3. The distribution of GSA funds is made at the discretion of the Board. The Board takes into consideration, but is not limited to, the following factors: size of the organization, previous events held, attendance at events, organization activity, and collaborative efforts between organizations. *Purpose: outlines the disbursement of funds to graduate student organizations.*
4. The GSA will not support any activities that are illegal or unlawful and conflict with national, state, and local legislation as well as any Drexel University policy. *Purpose: The responsibility of each organization to understand and abide by current laws and policies.*
5. The GSA will not support any activities that are exclusive to an organization's members. As such, the GSA and the other member organizations as well as GSA members-at-large must be informed of the location and time of all events. *Purpose: Since the graduate student fee funds the GSA's budget, all graduate students must have access to all GSA supported events.*
6. The GSA will not accept late funding packets. All funding packets will be due three weeks after the packets are made available to the member organizations. It is a member organization's responsibility to complete the funding packet on time. Even if a member organization submits a late packet they are eligible for requesting additional funds; however if no funding packet is received from an organization no additional funding will be distributed nor will that organization receive reimbursement for check requests. *Purpose: to ensure that organizations receive proper consideration for funding.*
7. At the Treasurer's advice and with the Board's support, the GSA retains the right to revoke or refuse funding from or to an organization. *Purpose: This is a general duty clause that provides the board with the power to refuse funding where or when it is needed to reprimand or prevent disgraceful or illicit actions or events to an organization.*
8. An organization's funding will be suspended for three months if a representative from a member organization does not attend a meeting advertised as mandatory. *Purpose: for organizations to attend meetings so that information is expressed once and full representation on all issues is obtained.*
9. In the case of a mandatory meeting, an individual cannot represent two organizations. *Purpose: The Board is accountable for the graduate organizations it represents, as such a individual represents one vote and thus his vote cannot be counted twice and in case of*

an individual representing two organizations can only vote once both organizations suffer from insufficient representation of their mission and goals.

10. All organizations will receive a written notice of the amount of their funding for the year prior to the first (Fall) term. In addition, the written notice will state that only a portion of those funds is guaranteed. The rest of the funding is 'potential' funding. Before the beginning of the each term, the Board will review each organizations' activity and let organizations know if their funding is guaranteed for the next term. This assessment will be based on fulfillment of Policy 8 and if the organization is holding proposed events and advertising appropriately. *Purpose: to keep organizations accountable to their Proposals. Given their funding for the year, an organization should budget as if they will receive all 'potential' funds.*
11. For a check request to be filled, the GSA Treasurer must receive a copy of the advertisement for the event 48 hours **PRIOR** to the event, 1 week is preferred. When submitting, the check request must be accompanied by the event's advertisement and the ORIGINAL receipt(s). *Purpose: for accountability to all organizations to advertise openly to all graduate students and have the appropriate paperwork for check request submission.*
12. For special events or unforeseen circumstances, an organization may request additional funds from the GSA. The request for a special event must be made in writing to the GSA Treasurer a minimum of 1 month prior to the date the funding is desired. The GSA will provide funds based on availability, the Treasurer's recommendation, and the approval of the Board. *Purpose: to provide graduate student organizations with additional funding if available and on a first come basis or to provide a new organization with start up funding if the group joins after the funding cycle.*
13. A president of one of the GSA member organizations (excluding GSA) can petition the Board in writing to revoke funding from another organization (excluding the GSA) given that they can provide evidence of disorderly conduct or misappropriations of funds. The presidents of all organizations funded by or under the GSA as well as the Board will vote on the above proposal. A two thirds majority of all parties is needed to revoke funding. If the GSA misappropriates their funds, the offense should reported to the Advisor. *Purpose: to ensure each organization is acting in accordance with Policy 4 and 5.*
14. Any graduate student interested in planning an event or chairing an event with GSA funding should contact the Board in the planning stage to ensure that funds are available and the GSA is willing to support the event. The student must demonstrate graduate student interest for the event and have made significant progress in planning and executing the event. Support is based on the availability of funds and the discretion of the Board. *Purpose: to allow member-at-large initiated events without being associated with an organization and for support of new organizations to fulfill graduate student needs.*